



Department of Conservation

Local Community Conservation Corps

Grant Guidelines

INTRODUCTION

The goal of the Department's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers – aluminum, glass, plastic, and bimetal. Projects established by community conservation corps must assist in reaching and maintaining this goal.

The Department is encouraging you to look for ways to continuously improve your programs and make them more efficient. If you are using this funding to continue the same program from the previous year, use the data gathered from the previous year to determine what changes are needed to make your project more cost effective and successful. The projects you plan must include quantifiable goals and incorporate performance measures that will help you evaluate your progress. The following guidelines provide information needed to apply for grant funding from the Department.

FUNDING

Each certified corps, meeting the requirements and deadline, would receive a prorated share of the remainder of the annual funding (\$14.5 million). The share is based on the percentage received in the previous fiscal year. The current COLA will be divided equally among the corps.

ELIGIBLE PROJECTS

All project(s) must have a major emphasis on beverage container recycling and/or litter abatement and must involve the collection of all CRV material types. Projects that are eligible for grant funds include, but are not limited to:

- Developing new projects to increase beverage container recycling volumes and consumer convenience.
- Enhancing or assisting existing projects that increase beverage container recycling.
- Increasing awareness for the "where, what and why" of beverage container recycling.
- Litter abatement.
- The proportional share of corpsmember development costs directly related to beverage container recycling/awareness projects.

INELIGIBLE PROJECTS

Ineligible projects include used-tire recycling projects, graffiti removal, composting projects, cleanup and beautification of private property (excluding right-of-ways). If you are uncertain as to whether a project is eligible, you may contact your assigned grant manager.

CASH ADVANCE

If a cash advance is needed, submit a written request specifying an amount, the circumstances that necessitate an advance, and a supporting cash flow analysis for the fiscal year.

Government Code Section 11019 authorizes the Department to make advance payments to corps if it is determined that a cash advance is essential for the effective implementation of the corps beverage container recycling program. The Department may disburse up to 25 percent of the total grant amount as a cash advance. Advance payments require approval by the Department of Finance (DOF). A letter acknowledging the advance repayment terms will be sent to the corps for signature. Once DOF approves the request, the Department's Accounting Office will process it with the monthly allocation for July.

Cash advances must be fully accounted for by the end of the grant term. After disbursing an advance, the Department will withhold equal portions of the advanced amount from monthly allocations.

ADMINISTRATION

Once the corps grant applications are reviewed and the grant funding allocations are approved by the Department, grant agreements will be drafted. Grant agreements consist of standard terms and conditions, a grant summary, budget, work plan and measurable goals. All funds awarded must be expended within one fiscal year, between July 1st and June 30th. Corps are given three (3) months beyond the fiscal year to submit an annual reconciliation and both the draft and annual report to the Department.

Each corps will be required to submit monthly funding request forms, quarterly program status reports, an annual report and an annual reconciliation. Failure to submit the annual report may jeopardize a corps' continued grant funding.

Plan your program in a way that will enable you to track data required in the annual report. This data may include but is not limited to: volume and/or number of beverage containers collected by material type; number of collection programs; number of bins; number of events, schools educated, presentations, attendees, corpsmembers recycling and number of waste audits performed; and personnel and equipment costs associated with each goal.

Payments will be made in 12 equal allocations. The funding request for the 12th month will be processed for payment after the reconciliation and annual report draft are received. As a condition of receiving monthly allocations, each corps will be required to submit a monthly funding request form that briefly describes accomplishments during the previous month toward achievement of recycling program goals. In accordance with generally accepted accounting principles, Corps must retain financial records of expenditures incurred during the course of the grant term. Such records shall be readily available for inspection by the Department.

Revenues received from the materials collected through Department-funded beverage container recycling efforts may be expended for any public benefit or purpose, including use as a cash reserve.

Each corps is responsible for compliance with all Department certification or registration requirements for projects implemented with grant funds.

Designation of Signing Authority. If the individual that signs the grant agreement will be delegating authority to sign monthly funding request forms and other grant agreement documents to a staff person, a letter of designation must be submitted to the Department on corps letterhead. The letter must state the name and title of the individual and list the documents the individual is authorized to sign in lieu of the person that signed the grant agreement. A new letter must be submitted to the Department each time there is a change in delegation.

Extension. Grant agreements may be extended for up to two additional one-year periods, subject to the availability of funds, legislative changes, and Grantee compliance.

FOR MORE INFORMATION

The Notice of Available Funding and Guidelines are available on the Department of Conservation's web site at <http://www.conservation.ca.gov/DOR/grants>. For more information, contact your assigned grant manager or call (916) 322-0613.